



Planning Division
Planning and Development Department
2205 Otter Point Road, Sooke, BC V9Z 1J2
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM
Phone: (250) 642-1634 Email: planning@sooke.ca

Radiocommunication and Broadcasting Antenna System Referral

PLEASE NOTE: Only complete applications will be accepted // A pre-application meeting is required

Description of Property

Civic Address:

Sooke	British Columbia	
City	Province	Postal Code

Legal Description:

Lot	Block	Section	Plan	PID
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Zoning:

OCP Designation:

Applicant Contact Information

Applicant is:

Sole Property Owner ☐ Yes ☐ No *(See Owner's Authorization Form)*

Name:

Email:

Phone Number(s):

Mailing Address:

City	Province	Postal Code
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Description of Proposal *(attach a separate page if necessary)*



Site Disclosure Statement (SDS) for Contaminated Sites

Pursuant to the *Environmental Management Act*, the Province of British Columbia requires an applicant to submit a [Site Disclosure Statement Form](#) on properties that are or were used for commercial or industrial purposes as defined within the provincial regulations, i.e., [Schedule 2](#) activities. Please indicate if the subject property qualifies for the following major exemptions for requiring a Site Disclosure Statement:

The property has always been used for residential purposes

☐ Yes ☐ No (See [SDS Form - Schedule 1](#))

Application Fee Schedule

A complete application includes payment of fees. The fees for development applications are outlined in Schedule 5 of [District of Sooke Fees and Charges Bylaw No. 752](#); please refer to this Bylaw for complete details.

	FEE	TOTAL
Radiocommunication and Broadcasting Antenna System Referral	\$1000.00	
Total Application Fee(s) Due		

Application Requirements Checklist

All required Attachments must be provided as separate digital PDFs without any passwords or restrictions.

PLEASE NOTE: All application submissions must adhere to the following naming convention: [YYYY-MM-DD Attachment Title.pdf]. For example, the attachment for the Application Form would be named: 2024-01-01 Application Form.pdf.

Complete application packages can be submitted by email to planning@sooke.ca. If the application cannot be submitted electronically, please contact the Planning department at planning@sooke.ca or 250-642-1634 to make alternative arrangements for submission.

*REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Application Form	Completed Application Form.
☐	☐	Owner's Authorization Form	Signed by all Property Owners registered on Title.
☐	☐	Corporate Registry/ Company Search	Required only if the registered property owner is a registered company, current within 30 days of application submission.
☐	☐	LTSA Title Search	Copy of LTSA Title Search, current within 30 days of application submission.



*REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Copy of All Charges Registered on Title	Provide copies of the non-financial legal documents registered on the Certificate of Title (<i>Covenants, Easements, Right-of-Ways, etc.</i>).
☐	☐	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .
☐	☐	Site Disclosure Statement Form (Schedule 1)	Required only if the property has NOT always been used for residential purposes.
☐	☐	Radiocommunication and Broadcasting Antenna System Plan* (referenced to a Survey prepared by a BC Land Surveyor; metric scale only)	☐ Radiocommunication and Broadcasting Antenna System Plan: ☐ Legal Description(s). ☐ Location and dimensions of property boundaries, covenant areas, easement areas, right-of-way areas, etc. ☐ Location of all existing and proposed buildings and structures, including setback dimensions. ☐ Location of existing and proposed water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities. ☐ Location of existing and proposed roads, site access(es), sidewalks, curbs, boulevards, edge of pavement, transit stops, etc. ☐ Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas. ☐ Topographic information at 1.0 m intervals, including the location of existing waterbodies and watercourses.
☐	☐	Radiocommunication and Broadcasting Antenna System Design Drawings** (referenced to above Site Survey)	☐ Renderings of proposed antenna system: ☐ Product specifications, manufacturer's information, materials, etc. ☐ Elevations (as Geodetic Datum values): ☐ Average natural and average finished grades; including values for roof fixture(s), building, tower, and antenna system height.
☐	☐	Client Procedures Circular CPC-2-0-03 General Requirements	☐ Provide proof of having fulfilled the following General Requirements of Client Procedures Circular CPC-2-0-03, Radiocommunication and Broadcasting Antenna Systems: ☐ Compliance with Health Canada's Safety Code 6 Guideline (for the protection of the general public). ☐ Compliance with radio frequency immunity criteria. ☐ Notification of nearby broadcasting stations (within 2km). ☐ Environmental Considerations (per the Impact Assessment Act). ☐ Transport Canada approved Aeronautical Assessment submission ☐ NAV Canada approved Land Use Submission. ☐ Demonstrate proof of having explored the following options: ☐ Consideration of sharing an existing antenna system, modifying, or replacing a structure if necessary, and ☐ Locating, analyzing, and attempting to use any feasible existing infrastructure such as rooftops, water towers, etc.



*REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Environmental Report	☐ Report from a Qualified Environmental Professional (QEP), including: ☐ Ecological Study. ☐ Hazard Risk Assessment. ☐ Riparian Area Assessment. ☐ Soil & Erosion Control Plan. ☐ Stormwater Management Plan. ☐ Review of Arborist Report & Tree Protection Plan. ☐ Review of Landscape Plan.
☐	☐	Landscape Plan	Landscape Plan from a Landscape Architect (or other qualified professional), including: ☐ All soft and hard landscaping (i.e., species, size, quantity and location of vegetation, irrigation systems, fencing, site lighting, retaining walls, furnishing, bicycle racks, etc.). ☐ Cost estimate for landscape plan (including materials & installation).
☐	☐	Shadow Study	Study to be completed by a Qualified Professional, illustrating the impact of the proposed development in terms of sun and daylight access to surrounding land uses, including buildings and open spaces.
☐	☐	Other (as requested by staff)	

*Pre-Application meeting to determine which attachments are required / **Pre-Application meeting to determine level of detail required

Application Submission Acknowledgement

- ☐ I hereby make an application as specified herein, and declare that all the information submitted in support of the application is true and correct in all respects.
- ☐ I hereby acknowledge that all the information provided herein is collected for the purpose of administering the *Local Government Act* and the bylaws of the municipality under the *Local Government Act*, and under the authority of those enactments.
- ☐ I hereby acknowledge that submission of the Application Form and associated Attachments does not automatically constitute acceptance of the application.

PLEASE NOTE: Upon receipt of a complete application, District of Sooke staff will confirm acceptance of the application with the applicant.

Applicant's Signature

Date